

**COMMITTEE OF OCCUPATIONAL THERAPY**  
**MINUTES**

DATE: February 11, 2005

TIME: 9:25a.m., C.D.T.

LOCATION: Cumberland Room  
Ground Floor, Cordell Hull Building  
425 Fifth Avenue North  
Nashville, TN 37247-1010

MEMBERS PRESENT: Anne Brown, Chair  
Susan McFadden  
Susan Pech  
Camelia Williams

STAFF ABSENT: Lea Phelps, Disciplinary Coordinator

STAFF PRESENT: Marva Swann, Unit Director  
Robbie Bell, HRB Director  
Mary V. Webb, Board Administrator  
Nicole Armstrong, Advisory Attorney  
Jerry Kosten, Regulations Manager

With a quorum being present, Ms. Brown called the meeting to order at 9:25 a.m.

**Office of General Counsel**

Ms. Armstrong advised the Committee of the Conflict of Interest policy and for anyone who had not signed a form to please do so.

Ms. Armstrong presented the OGC report which stated that the Office of General Counsel currently has one open case which involves an Occupational Therapists Assistant.

## Administrative Reports

Ms. Webb presented the following statistical information:

<b>OT</b>	<b>OTA</b>
Active Licensees – 1552	Active Licensees – 721
Retired Licensees – 368	Retired Licensees – 118
Failed to Renew – 946	Failed to Renew – 293

<i>Performance Measure</i>	<i>Goal</i>	<i>2<sup>nd</sup> Qtr. Avg.</i>	<i>1<sup>st</sup> Qtr Avg.</i>
Renewal Processing Time	14 days	2.8 – OT 2.7 – OTA	8.00 – OT 8.63 – OTA
Application Processing Time	100 days	30.1 – OT 63.2 – OTA	62.72 – OT 36.64 – OTA

## Financial Report

Ms. Webb presented the financial report which indicated that the Committee had a cumulative projected surplus as of June 30, 2004, \$478,667.84.

## Legislation

Jerry Kosten Rules Regulations Manager presented to the Committee a Notice of Rulemaking Hearing to be held on April 18, 2005 regarding criminal background checks for all new applicants. A motion was made by Ms. Williams and seconded by Ms. McFadden to approve the Rulemaking Hearing. The motion carried.

## Minutes

A motion was made by Ms. Williams and seconded by Ms. Pech to accept the minutes as amended. The motion carried.

## Applicant Interviews/File Reviews

JoAnn Pitti – A motion was made by Ms. McFadden and seconded by Ms. Pech to issue Ms. Pitti a license. The motion carried.

## **Discussion**

Modality Course Approval Requests – Ms. McFadden wanted a check list for guidance when reviewing and approving the modality course requests. Ms. Williams brought to Ms. McFadden's attention that the application for modalities had a grid sheet that had the syllabus for each course. Ms. McFadden stated that the Committee would use the grid.

Update on Continued Competence Rules – Jerry Kosten explained to the Committee that the Continued Competence Rules were still pending in the Attorney General's Office.

Reporting Final Disciplinary Actions To NBCOT - HRB Director Robbie Bell, said that she would check to see if a monthly press release could be sent to MBCOT. She would also check to see if NBCOT could be added onto the recipient list.

Supervision Of OT Assistants from Occupational Therapists - Mr. John Williams, lobbyist for the Occupational Therapy profession, stated that there would be a proposed a change to legislation to make it mandatory for the Supervising Occupational Therapist to report to the licensing board how many Occupational Therapists assistants work under their supervision. Robbie Bell suggested to the Committee and Board that it would be easier to have a rulemaking hearing instead.

Consumer Flyer - Ms. McFadden would like for Jerry Kosten to draft a rule that licensees make available all consumer information.

Brochure - The Board Members wanted to use the Minnesota brochure as a guide for developing a brochure for the TN OT board.

Newsletter – Robbie Bell stated to the Committee that a draft newsletter would be ready for their review within three months.

The Board will provide at the next scheduled board meeting all pertinent information and bidding costs for printing the brochure and newsletter.

Ms. McFadden would like for the staff, Board Consultants and Board Members to meet with Robbie Bell at the next scheduled board meeting.

## **Office of Investigations**

Disciplinary Report - There are currently two occupational Therapists and two Occupational Therapists assistants being monitored.

Investigative Report – There are currently two complaints open in the Office of Investigations.

## **TNPAP (TN Peer Assistance Program) Contract**

A motion was made by Ms. McFadden and seconded by Ms. Pech to approve the new TNPAP contract through 2006.

## **Ratifications**

A motion was made by Ms. McFadden and seconded by Ms. Pech to approve the newly licensed and reinstated Occupational Therapists and Occupational Therapy Assistants. The motion carried.

The Modality certifications were deferred until Ms. Brown could review them individually. If the modality certifications proved to be sufficient, they would be mailed to the licensee pending Ms. Brown's approval.

## **Adjournment**

There being no further business, the meeting was adjourned at 11:45 a.m.